



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt

Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Court Administrator

Department: Magistrate

Pay Grade: 112

Revised: 7/1/15

### **General Description**

The purpose of this class within the organization is to perform various complex clerical and paralegal duties necessary for the effective operation of the Magistrate's Office. Prepares, processes and maintains legal records and documents; supervises the daily activities of subordinate clerical personnel.

Works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Ensures timely, accurate case management to facilitate proper assignment and disbursement of all monies collected in this office.

Generates and distributes timely and accurate financial and statistical reports.

Designated super user with SC Judicial Department Statewide Case Management System.

Assists Chief Judge with correspondence, personnel matters, staffing needs, procurement, budget preparation and payroll.

Builds courteous and efficient interoffice, interagency and public relationships.

Interprets and implements changes and procedures regarding financial fees and assessments.

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### **Additional Duties:**

Enters data to record and retrieve cases and payment information.

Deposits monies from General Session bonds and issues checks to Clerk of Court for cases.

Procurement

General Human Resources responsibilities

Oversees and maintains professional standards for office

Prepares refund and jury checks.

Performs related work as assigned

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.


#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

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#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

#### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

#### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

#### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

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Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

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### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of two years of college in secretarial and paralegal studies.

Requires six years progressively responsible secretarial/clerical experience in a legal environment OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

None

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### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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